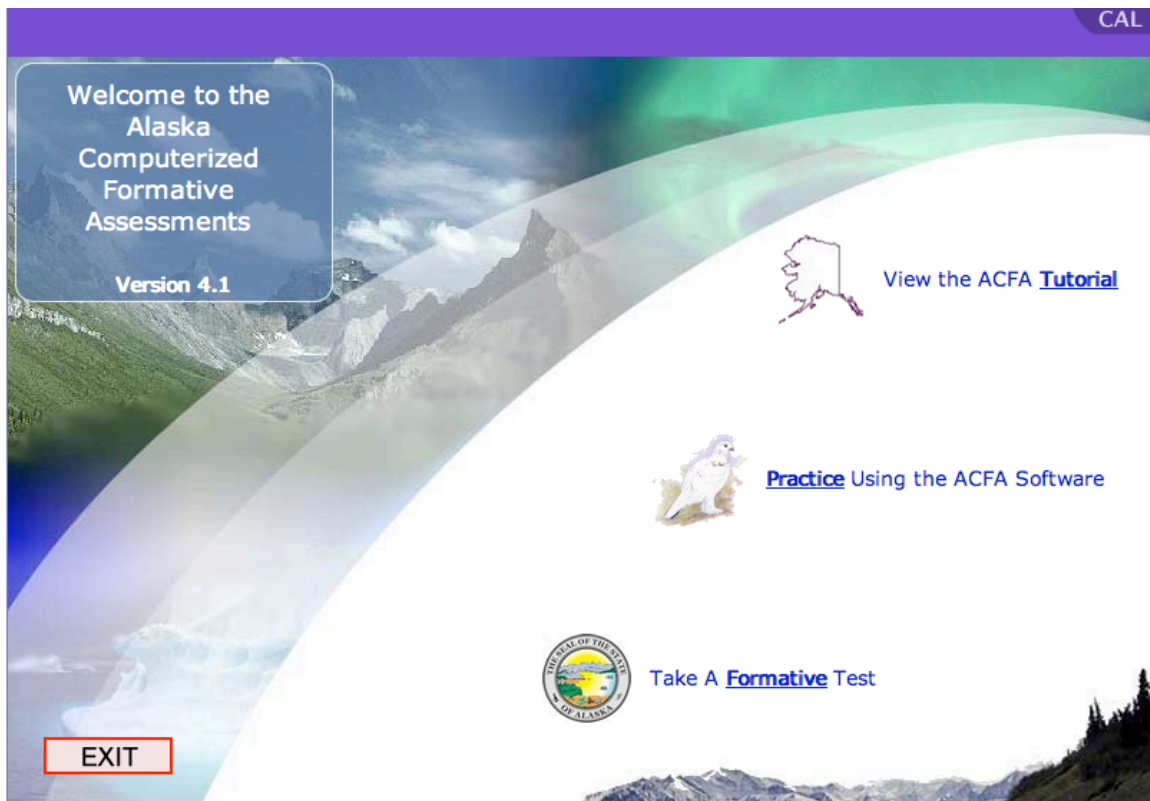


# Quarterly Progress Evaluation Instructions

If you have the testing software installed skip to step 3. To determine whether or not the software is installed, look for a file on your desktop called “Alaska Assessments” and/or a similarly named folder inside your applications folder. If you do not have the software installed start at step 1.

1. You must download the testing software from the internet. Go to [http://alaska.caltesting.org/download/downloads\\_cal\\_mac.htm](http://alaska.caltesting.org/download/downloads_cal_mac.htm) and click the link for “CAL Mac Download.”
2. When the file finishes downloading it will walk you through the installation steps. The installer will create a shortcut called “Alaska Assessments” on your desktop and a folder by the same name in the applications folder inside the hard drive.
3. Launch the testing software via the desktop shortcut or from the application named “CAL” inside the “Alaska Assessments” folder within the applications folder of your hard drive. **YOU MUST BE CONNECTED TO THE INTERNET TO TAKE THESE ASSESSMENTS.**
4. It will take a few moments for the software to launch. Once it’s running you’ll see the following screen:



You can choose to view the tutorial which will explain how to use the program, practice taking a test (highly recommended), or jump right in and begin taking a test. For the sake of this guide I’m going to assume you’ve already gone through the practice test and you’re ready to take a formative assessment.

5. When you've selected the "Take A Formative Test" option you'll see a screen that looks like this:

CAL

## Take a Formative Test

If you are not taking a Formative Test, use the 'Back to Menu' button to return, and make another choice.

Please enter the following login information to start.

Your Username

Your Password

Your Session ID

There are no preset usernames. Your username is simply your first and last name. Only the PEAK staff will see your results, so please use your real name. It's the only way for us to identify your child and give you credit for having done the assessment.

6. Enter "peak" for the password (without quotation marks).
7. The session ID depends on your grade level and the test you're taking. Please refer to the master list of test codes and subjects that was sent via email. You'll need to go through this login procedure each time you begin a new assessment.
8. Once you've finished each test you can exit the CAL program. Thanks for completing this mandatory requirement!